

- Step 1:** Read Thoughts on Resumes (DWSJ-4658-P) or Resume Writing — A Basic Guide (DWSJ-9433-P).
As these workbooks state, the first step is to select the information you want to use in your resume. Each person has a wide variety of experiences, even those persons who have never worked for wages. Think about your work experience, both paid and unpaid.
These publications are available on-line at <http://www.wisconsinjobcenter.org/publications>.
- Step 2:** Review the sample resumes provided in the workbook.
- Step 3:** Complete the written part of this worksheet.

RESUME WORKSHEET

Name

Address

City/State/Zip

Telephone

()

Employment Objective: (optional)

WORK EXPERIENCE: List in order of employment preferences, NOT in order of employment history

1. Job Title:

Job Duties:

Where:

When:

2. Job Title:

Job Duties:

Where:

When:

3. Job Title:

Job Duties:

Where:

When:

4. Job Title:

Job Duties:

Where:

When:

5. Job Title:

Job Duties:

Where:

When:

OTHER WORK EXPERIENCE: List job titles/positions you want to show but do not want to go into detail about, i.e., short term jobs, part-time jobs, etc.

MILITARY EXPERIENCE: (optional and if not used elsewhere on this resume)

Job Title:

Job Duties:

Branch of Military:

Where:

When:

SPECIAL ACHIEVEMENTS: (optional) i.e., Chauffeur's License, awards, etc.

SPECIAL SKILLS: (optional) i.e., enjoy working with people, etc.

HOBBIES: (optional)

EDUCATION:

Technical School and/or College:

Where:

When:

Degree/Certificate or courses taken:

High School:

Where:

When:

Diploma? or courses taken:

REFERENCES: Employers frequently check with persons who know you and who can attest to your character or work competence. List three persons who have direct knowledge of you and who will be able to comment about you in a positive manner. Be sure to have the permission of the persons you list as references.

If this person is the representative of an organization or company, what is:

1. Name

Address

City/State/Zip Code

Telephone ()

Title:

Name of Organization:

2. Name

Address

City/State/Zip Code

Telephone ()

Title:

Name of Organization:

3. Name

Address

City/State/Zip Code

Telephone ()

Title:

Name of Organization:

You are now ready to begin drafting a resume, as all the information you will need is on the preceding charts. A good way to begin is by deciding which of your experiences or educational achievements best qualifies you for the type of job you want. This would be the first point on your resume, immediately following your name and address. It is not always necessary to show all of your employment skills on a resume, especially if some of them are not related to the job you are seeking.

Follow the examples of resumes as shown in the publications. Staff in the Wisconsin Job Center are also available to assist you.

Your Wisconsin Job Center features additional publications to guide you with your resumes and applications. These publications are available at your nearest Wisconsin Job Center (call toll-free 888/258-9966), or may be viewed on-line at <http://www.wisconsinjobcenter.org/publications>.

Personal Data Record (DWSJ-4937)	The Right Words to Use in Your Job Search (DWSJ-9463-P)
Work Application (DWSJ-5011)	Self-management Skills (DWSJ-8960-P)
Thoughts on Resumes (DWSJ-4658-P)	Transferable Skills (DWSJ-8961-P)
Resume Writing — A Basic Guide (DWSJ-9433-P)	Employment Skills (DWSJ-9446-P)



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